

EXHIBIT POLICY

East Greenbush Community Library maintains several display cases and an exhibit area available for public use. Exhibits must be approved by the library and are chosen for their cultural, informational, educational and entertainment value for people of all ages in the community. In reviewing exhibits, the library endeavors to present a broad spectrum of opinion and a variety of viewpoints.

The library adheres to the American Library Association's policy statement on Exhibit Spaces which states "Materials should not be excluded because of the origin, background, or views of those contributing to their creation. Materials should not be proscribed or removed because of partisan or doctrinal disapproval. Exhibit space should be made available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use."

The views in the works exhibited are those of the artist and are not necessarily those of the East Greenbush Community Library.

Exhibit Regulations

Exhibit areas may not be used by commercial, for-profit entities.

Displays are for one month. They must be set up on the first of the month and must be removed the last day of the month. If the library must dismantle an exhibit because it is not removed as scheduled, the library is not responsible for damages or storing the exhibited items.

Groups or artists may display once during a twelve-month period.

Setting up and removing an exhibit will be the responsibility of the exhibitor. The library will assist with picture rail displays. Please make arrangements with the Program Coordinator.

No prices may be affixed to exhibit works. A price list may be discreetly placed in the exhibit and/or the name and phone number of an exhibit's contact person may be displayed so library patrons may contact him/her for further information about the exhibit. No sales may be made on the premises. No exhibit material, which is sold during its display in the library, may be removed before the end of the exhibition period.

Exhibitors may not schedule special openings or other events without the permission of the library and such an event must be scheduled and approved by the East Greenbush Community Library Program Coordinator.

Publicity for an exhibition is the responsibility of the exhibitor.

The exhibitor must furnish his/her own labels. Labels may not be taped or nailed to back, sides or glass of a display case. The exhibitor's name must be posted in the exhibit.

Library sponsored displays have priority. The library reserves the right to preempt an exhibit for a library exhibit. The library will make every effort to give advance notice of such preemption and assist the exhibitor in reserving another date or exhibit case.

The library does not assume responsibility for loss or damage of any item exhibited. All exhibited items are done so at the exhibitor's risk.

The exhibit cases/space must be left in satisfactory condition. Exhibitors using exhibit cases or space assume liability for any damage resulting from said usage.

The library reserves the right to bar future exhibits for infringement of any of the above rules.

Those who object to the content of an exhibit or part of an exhibit held at the library must submit their complaint on a Reconsideration of Library Exhibit form that will be judged according to the policies established by the library. All library users are encouraged to read the library's Exhibit Policy before submitting their request. The Board of Trustees will review the Reconsideration request and notify the complainant in writing of the decision.

Adopted by Board of Trustees January 16, 2001. Amended: October 21, 2003.

East Greenbush Community Library

10 Community Way, East Greenbush, NY 12061
phone: 518-477-7476 fax: 518-477-6692

Exhibit Space Reservation Application

Today's date _____

Please indicate if you desire display cases, lobby wall display space, or both

Glass Display Cases

Four lighted, locked display cases located in the lobby are available for monthly bookings only. Its dimensions are as follows 60" wide, 66" high, 12" deep. Three adjustable shelves are within each case.

Please check the display case(s) you desire: 1(SE) 2 (SW) 3(NW) 4 (NE).

Wall Display Space

Picture rail is available on three walls in the lobby. Please let the Program Coordinator know what time you will be setting up and dismantling your exhibit.

Please check the wall spaces you desire (each is 12 linear ft.):

1(East wall Lobby) 2 (East wall Circulation Desk Area) 3 (West wall Lobby)

Name _____

Name of Organization (if applicable) _____

Applicant's address _____

Applicant's phone (day) _____ (eve.) _____

Email Address _____

Description of exhibit. Please describe the purpose and nature of the exhibit and types of art and/or media to be exhibited. This information will be used to post on our website to advertise your work for the month. Also if you have photos of your artwork that you would like on the website, please let us know and we can also post those with a description of yourself and your art. *(Photos can be submitted either digitally or as photos that we will scan in and then return.)*

Exhibit Name (if applicable) _____

Exhibit period (indicate the month/year requested). _____.

Exhibitors are responsible for installing exhibits on the first day of the month and dismantling the last day of the month before the library closes. If the library must dismantle an exhibit because it is not removed as scheduled, the library is not responsible for damages or storing the exhibited items. There will be a \$25 fee if the library must dismantle the exhibit.

I agree to exhibit in the East Greenbush Community Library and agree to abide by the provisions in the Exhibit Policy and Regulations. I understand that the library accepts no responsibility for the preservation, protection or possible damage or theft of any item exhibited and that all items placed on display at the library are done so at the owner's risk.

Signature _____

Date _____

Library Use Only

Program Coordinator _____

Approved _____ Disapproved _____ Date _____

Installation Date _____ Time _____

Dismantle Date _____ Time _____

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10 Community Way, East Greenbush, NY 12061
518-477-7476

Exhibit Dismantle Acknowledgement

Exhibitor: On the day you dismantle your exhibit please sign below and return this form to the Circulation Desk.

I acknowledge that I have removed all items from exhibit cases.

Signature of Exhibitor

Date

East Greenbush Community Library

10 Community Way, East Greenbush, NY 12061 518-477-7476

Request for Reconsideration of Library Exhibit

Those who object to the content of an exhibit or part of an exhibit held at the library must submit their complaint on a Reconsideration of Library Exhibit form that will be judged according to the policies established by the Library. All library users are encouraged to read the library's Exhibit Policy before submitting their request. The Board of Trustees will review the Reconsideration request and notify the complainant in writing of the decision.

To assure prompt, complete consideration of your request we need the following information. Please attach additional pages if necessary. The form can be delivered to East Greenbush Community Library, 10 Community Way, East Greenbush, NY 12061

1. Type of material that you would like to have reconsidered. item in exhibit case. artwork.

2. Please describe the item _____

3. What brought the material to your attention? _____

4. Did you read or view the material in its entirety? Yes No

5. What objection do you have to this specific item? _____

6. Is there anything worthwhile in the exhibit? _____

7. What action would you like the Library to take concerning the exhibit? _____

8. Do you represent: yourself an organization. Organization name _____

Your request will be carefully considered. You will receive a written response concerning the status of the exhibit under reconsideration.

Print Name _____

Signature _____

Address _____

Telephone Number _____

Date _____

Staff initials/Date Received _____